

Section 5 Checklists

This section of the manual contains checklists for the various rulemaking packages you prepare under the Arizona Administrative Procedure Act. You can photocopy these checklists and use them each time you prepare a rulemaking package.

This section also contains a checklist for other documents you may submit to the Secretary of State's Office for publication in the *Register*. Because all documents other than rulemaking packages are handled the same way in the Office, only one checklist is outlined here. Use this generic checklist for every document *except* a rulemaking document.

Notice of Proposed Rulemaking

This checklist was last updated in 2002. The user is encouraged to read carefully the current versions of A.R.S. § 41-1022 and R1-1-502 to be certain the documents prepared using this checklist meet all modern legal requirements.

- _____ Is the first page of your package headed “NOTICE OF PROPOSED RULEMAKING” all in capital letters, centered on the line approximately one inch from the top of the page?
- _____ Does the Title in which these rules appear in the *Code* appear below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- _____ Does the Chapter in which these rules appear in the *Code* appear below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
 - _____ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
 - _____ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- _____ Does the word PREAMBLE appear below the Chapter, all in capital letters and centered on the line?
- _____ Does item #1 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns?
 - _____ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing?
 - _____ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing?
 - _____ Are the Sections on which rulemaking action is occurring listed in numerical order?
 - _____ Does each Section listed have only one rulemaking action in the second column?
 - _____ If more than one action is occurring on a Section, is the Section listed separately for each action?
 - _____ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- _____ Are items #1 through #13 listed in the correct order with the correct language (see the Rulemaking Forms section)?
- _____ Have you answered all the items?
- _____ Does the text begin on the page *following* the last page of the Notice?
- _____ Does the text begin with a table of contents showing the Subchapters (if applicable), the Articles, the Parts (if applicable), and the Sections contained in this rulemaking?
 - _____ Are there Sections or Articles (or Subchapters or Parts, if applicable) listed on which no rulemaking action is occurring? If so, delete them.
 - _____ Do the appropriate Subchapters, Articles, and Parts appear in their proper location in the text?
 - _____ If you are amending language, does the language to be repealed have strike-outs and does the language being proposed for making have underlining?
 - _____ If you are repealing entire Sections with no other action, does your text have strike-outs? If so, you may delete the strike-outs because they are not necessary when repealing is the only action.
 - _____ If you are proposing new Sections with no other action, does your text have underlining? If so, you may delete the underlining because it is not necessary when you are only proposing entire new Sections.
 - _____ If you are amending only a portion of a word, have you used strike-outs for the entire word and placed the new word beside the old and used underlining for the new word? Do not strike-out or underline partial words.

- _____ Have you consecutively numbered your pages from the first page of the Notice through the last page of text?
- _____ Have you made one original and two copies of the package?
- _____ Are all pages of the original and the two copies printed on only one side of the page?
- _____ Is an original of the agency certificate attached to the original rulemaking package and a copy of the agency certificate attached to both copies of the rulemaking package?
- _____ Do you have two copies of the agency receipt?
- _____ Have you double-checked the dates for any hearings and oral proceedings so that you schedule them at least 30 days after publication of this Notice in the Register?
- _____ Have you included a computer disk?
 - _____ Have you attached a label to the disk?
 - _____ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- _____ Have you compiled your original and each copy as follows?
 - Agency certificate
 - Notice (including preamble)
 - Text of rules
 - Any other information to be filed with this proposed rulemaking package

Notice of Supplemental Proposed Rulemaking

This checklist was last updated in 2002. The user is encouraged to read carefully the current versions of A.R.S. § 41-1022 and R1-1-507 to be certain the documents prepared using this checklist meet all modern legal requirements.

- _____ Is the first page of your package headed “NOTICE OF SUPPLEMENTAL PROPOSED RULEMAKING” all in capital letters, centered on the line approximately one inch from the top of the page?
- _____ Does the Title in which these rules appear in the *Code* appear below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- _____ Does the Chapter in which these rules appear in the *Code* appear below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
 - _____ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
 - _____ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- _____ Does the word PREAMBLE appear below the Chapter, all in capital letters and centered on the line?
- _____ Does your answer to item #1 list the citation and date for the original Notice of Proposed Rulemaking? If there are more than one original, list them.
- _____ Does item #2 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns?
 - _____ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing because of this supplemental rulemaking?
 - _____ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing?
 - _____ Are the Sections on which rulemaking action is occurring listed in numerical order?
 - _____ Does each Section listed have only one rulemaking action in the second column?
 - _____ If more than one action is occurring on a Section, is the Section listed separately for each action?
 - _____ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- _____ Does item #6 explain the substantial change that resulted in the supplemental notice? You may use this item to explain the changes between the proposed rule package and the supplemental rule package.
- _____ Are items #1 through #13 listed in the correct order with the correct language (see the Rulemaking Forms section)?
- _____ Have you answered all the questions?
- _____ Does the text begin on the page *following* the last page of the Notice?
- _____ Does the text begin with a table of contents showing the Subchapters (if applicable), the Articles, the Parts (if applicable), and the Sections contained only in this supplemental rulemaking?
 - _____ Are there Sections or Articles (or Subchapters or Parts, if applicable) listed on which no rulemaking action is occurring in this supplemental rulemaking? If so, delete them.
 - _____ Do the appropriate Subchapters, Articles, and Parts appear in their proper location in the text?
 - _____ If you are amending language, does the language to be repealed have strike-outs and does the language being proposed for making have underlining? Note: In a supplemental proposed package,

you must list *all* changes to the rules, from the original proposed rule to the supplemental. As a result, some text might be underlined and stricken?

- _____ If you are repealing entire Sections with no other action, does your text have strike-outs? If so, you may delete the strike-outs because they are not necessary when repealing is the only action.
- _____ If you are proposing new Sections with no other action, does your text have underlining? If so, you may delete the underlining because it is not necessary when you are only proposing entire new Sections.
- _____ If you are amending only a portion of a word, have you used strike-outs for the entire word and placed the new word beside the old and used underlining for the new word? Do not strike-out or underline partial words.
- _____ Have you consecutively numbered your pages from the first page of the Notice through the last page of text?
- _____ Have you made one original and two copies of the package?
- _____ Are all pages of the original and the two copies printed on only one side of the page?
- _____ Is an original of the agency certificate attached to the original rulemaking package and a copy of the agency certificate attached to both copies of the rulemaking package?
- _____ Do you have two copies of the agency receipt?
- _____ Have you double-checked the dates for any hearings and oral proceedings so that you schedule them at least 30 days after publication of this Notice in the Register?
- _____ Have you included a computer disk?
 - _____ Have you attached a label to the disk?
 - _____ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- _____ Have you compiled your original and each copy as follows?
 - Agency certificate
 - Notice (including preamble)
 - Text of rules
 - Any other information to be filed with this supplemental proposed rulemaking package

Notice of Termination of Proposed Rulemaking

This checklist was last updated in 2002. The user is encouraged to read carefully the current versions of A.R.S. § 41-1024 and R1-1-506 to be certain the documents prepared using this checklist meet all modern legal requirements.

- _____ Is the first page of your package headed “NOTICE OF TERMINATION OF RULEMAKING” all in capital letters, centered on the line approximately one inch from the top of the page?
- _____ Does the Title in which these rules appear in the *Code* appear below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- _____ Does the Chapter in which these rules appear in the *Code* appear below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
 - _____ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
 - _____ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- _____ Does item #1 list the Register citation and the date of publication of the Notice of Proposed Rulemaking?
- _____ Does question #2 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns? (The rulemaking action shall be that listed on the Notice of Proposed Rulemaking.)
 - _____ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing?
 - _____ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing?
 - _____ Are the Sections on which rulemaking action is occurring listed in numerical order?
 - _____ Does each Section listed have only one rulemaking action in the second column?
 - _____ If more than one action is occurring on a Section, is the Section listed separately for each action?
 - _____ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- _____ Have you made one original and two copies of the Notice of Termination?
- _____ Are all pages of the original and the two copies printed on only one side of the page?
- _____ Is an original of the agency certificate attached to the original termination of rulemaking package and a copy of the agency certificate attached to both copies of the termination of rulemaking package?
- _____ Do you have two copies of the agency receipt?
- _____ Have you compiled your original and each copy as follows?
 - Agency certificate
 - Notice of Termination

Notice of Final Rulemaking

This checklist was last updated in 2002. The user is encouraged to read carefully the current versions of A.R.S. § 41-1024 and R1-1-601 to be certain the documents prepared using this checklist meet all modern legal requirements.

- _____ Is the first page of your package headed “NOTICE OF FINAL RULEMAKING” all in capital letters, centered on the line approximately one inch from the top of the page?
- _____ Does the Title in which these rules appear in the *Code* appear below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- _____ Does the Chapter in which these rules appear in the *Code* appear below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
 - _____ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
 - _____ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- _____ Does the word PREAMBLE appear below the Chapter, all in capital letters and centered on the line?
- _____ Does item #1 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns?
 - _____ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing?
 - _____ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing?
 - _____ Are the Sections on which rulemaking action is occurring listed in numerical order?
 - _____ Does each Section listed have only one rulemaking action in the second column?
 - _____ If more than one action is occurring on a Section, is the Section listed separately for each action?
 - _____ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- _____ Are items #1 through #15 listed in the correct order with the correct language (see the Rulemaking Forms section)?
- _____ Have you answered all the items?
- _____ Does the text begin on the page *following* the last page of the Notice?
- _____ Does the text begin with a table of contents showing the Subchapters (if applicable), the Articles, the Parts (if applicable), and the Sections contained in this rulemaking?
 - _____ Are there Sections or Articles (or Subchapters or Parts, if applicable) listed on which no rulemaking action is occurring? If so, delete them.
 - _____ Do the appropriate Subchapters, Articles, and Parts appear in their proper location in the text?
 - _____ If you are amending language, does the language to be repealed have strike-outs and does the language being proposed for making have underlining?
 - _____ If you are repealing entire Sections with no other action, does your text have strike-outs? If so, you may delete the strike-outs because they are not necessary when repealing is the only action.
 - _____ If you are proposing new Sections with no other action, does your text have underlining? If so, you may delete the underlining because it is not necessary when you are only proposing entire new Sections.

Section 5. Checklists

- ☐ If you are amending only a portion of a word, have you used strike-outs for the entire word and placed the new word beside the old and used underlining for the new word? Do not strike-out or underline partial words.
- ☐ Have you consecutively numbered your pages from the first page of the Notice through the last page of text?
- ☐ Have you made one original and two copies of the package?
- ☐ Are all pages of the original and the two copies printed on only one side of the page?
- ☐ Is an original of the agency certificate attached to the original rulemaking package and a copy of the agency certificate attached to both copies of the rulemaking package?
- ☐ Do you have two copies of the agency receipt?
- ☐ Does the original package and the two copies contain your Concise Explanatory Statement (not required after 8-21-02) and your Economic, Small Business, and Consumer Impact Statement, each printed on only one side of the page? (Each of these documents should be individually paginated.)
- ☐ Have you included one copy of any material you have incorporated by reference in these rules?
- ☐ Have you included a computer disk?
 - ☐ Have you attached a label to the disk?
 - ☐ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- ☐ Have you compiled your original and each copy as follows?
 - Agency certificate
 - Notice (including preamble)
 - Text of rules
 - Concise Explanatory Statement (not required after 8-21-02)
 - Economic, Small Business, and Consumer Impact Statement
 - Incorporated by Reference material
 - Any other information to be filed with this final rulemaking package

Notice of Emergency Rulemaking

This checklist was last updated in 2002. The user is encouraged to read carefully the current versions of A.R.S. §§ 41-1026 and 41-1026.01 and R1-1-701 to be certain the documents prepared using this checklist meet all modern legal requirements. Use this checklist together with the checklist for submission of materials to the Attorney General's Office found in the Agency Handbook.

- _____ Is the first page of your package headed "NOTICE OF EMERGENCY RULEMAKING" all in capital letters, centered on the line approximately one inch from the top of the page?
- _____ Does the Title in which these rules appear in the *Code* appear below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- _____ Does the Chapter in which these rules appear in the *Code* appear below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
 - _____ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
 - _____ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- _____ Does the word PREAMBLE appear below the Chapter, all in capital letters and centered on the line?
- _____ Does item #1 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns?
 - _____ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing?
 - _____ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing?
 - _____ Are the Sections on which rulemaking action is occurring listed in numerical order?
 - _____ Does each Section listed have only one rulemaking action in the second column?
 - _____ If more than one action is occurring on a Section, is the Section listed separately for each action?
 - _____ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- _____ Are items #1 through #13 listed in the correct order with the correct language (see the Rulemaking Forms section)?
- _____ Have you answered all the items?
- _____ Does the text begin on the page *following* the last page of the Notice?
- _____ Does the text begin with a table of contents showing the Subchapters (if applicable), the Articles, the Parts (if applicable), and the Sections contained in this rulemaking?
 - _____ Are there Sections or Articles (or Subchapters or Parts, if applicable) listed on which no rulemaking action is occurring? If so, delete them.
 - _____ Do the appropriate Subchapters, Articles, and Parts appear in their proper location in the text?
 - _____ If you are amending language, does the language to be repealed have strike-outs and does the language being proposed for making have underlining?
 - _____ If you are repealing entire Sections with no other action, does your text have strike-outs? If so, you may delete the strike-outs because they are not necessary when repealing is the only action.

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- _____ If you are proposing new Sections with no other action, does your text have underlining? If so, you may delete the underlining because it is not necessary when you are only proposing entire new Sections.
- _____ If you are amending only a portion of a word, have you used strike-outs for the entire word and placed the new word beside the old and used underlining for the new word? Do not strike-out or underline partial words.
- _____ Have you consecutively numbered your pages from the first page of the Notice through the last page of text?
- _____ Have you made one original and two copies of the package?
- _____ Are all pages of the original and the two copies printed on only one side of the page?
- _____ Is an original of the agency certificate attached to the original rulemaking package and a copy of the agency certificate attached to both copies of the rulemaking package?
- _____ Do you have two copies of the agency receipt?
- _____ Does the original package and the two copies contain your Concise Explanatory Statement (not required after 8-21-02) and your Economic, Small Business, and Consumer Impact Statement, each printed on only one side of the page? (Each of these documents should be individually paginated.)
- _____ Have you included one copy of any material you have incorporated by reference in these rules?
- _____ Have you included a computer disk?
 - _____ Have you attached a label to the disk?
 - _____ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- _____ Have you compiled your original and each copy as follows?
 - Agency certificate
 - Notice (including preamble)
 - Text of rules
 - Concise Explanatory Statement (not required after 8-21-02)
 - Economic, Small Business, and Consumer Impact Statement
 - Incorporated by Reference material
 - Any other information to be filed with this emergency rulemaking package

Notice of Proposed Summary Rulemaking

This checklist was last updated in 2002. The user is encouraged to read carefully the current versions of A.R.S. § 41-1027 and R1-1-801 to be certain the documents prepared using this checklist meet all modern legal requirements.

- _____ Is the first page of your package headed “NOTICE OF PROPOSED SUMMARY RULEMAKING” all in capital letters, centered on the line approximately one inch from the top of the page?
- _____ Does the Title in which these rules appear in the *Code* appear below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- _____ Does the Chapter in which these rules appear in the *Code* appear below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
 - _____ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
 - _____ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- _____ Does the word PREAMBLE appear below the Chapter, all in capital letters and centered on the line?
- _____ Does item #1 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns?
 - _____ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing?
 - _____ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing?
 - _____ Are the Sections on which rulemaking action is occurring listed in numerical order?
 - _____ Does each Section listed have only one rulemaking action in the second column?
 - _____ If more than one action is occurring on a Section, is the Section listed separately for each action?
 - _____ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- _____ Are items #1 through #13 listed in the correct order with the correct language (see the Rulemaking Forms section)?
- _____ Have you answered all the items?
- _____ Does the text begin on the page following the last page of the Notice?
- _____ Does the text begin with a table of contents showing the Subchapters (if applicable), the Articles, the Parts (if applicable), and the Sections contained in this rulemaking?
 - _____ Are there Sections or Articles (or Subchapters or Parts, if applicable) listed on which no rulemaking action is occurring? If so, delete them.
 - _____ Do the appropriate Subchapters, Articles, and Parts appear in their proper location in the text?
 - _____ If you are amending language, does the language to be repealed have strike-outs and does the language being proposed for making have underlining?
 - _____ If you are repealing entire Sections with no other action, does your text have strike-outs? If so, you may delete the strike-outs because they are not necessary when repealing is the only action.
 - _____ If you are proposing new Sections with no other action, does your text have underlining? If so, you may delete the underlining because it is not necessary when you are only proposing entire new Sections.

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- _____ If you are amending only a portion of a word, have you used strike-outs for the entire word and placed the new word beside the old and used underlining for the new word? Do not strike-out or underline partial words.
- _____ Have you consecutively numbered your pages from the first page of the Notice through the last page of text?
- _____ Have you made one original and two copies of the package?
- _____ Are all pages of the original and the two copies printed on only one side of the page?
- _____ Is an original of the agency certificate attached to the original rulemaking package and a copy of the agency certificate attached to both copies of the rulemaking package?
- _____ Do you have two copies of the agency receipt?
- _____ Have you double-checked the dates for any hearings and oral proceedings so that you schedule them at least 30 days after publication of this Notice in the Register?
- _____ Have you included a computer disk?
 - _____ Have you attached a label to the disk?
 - _____ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- _____ Have you compiled your original and each copy as follows?
 - Agency certificate
 - Notice (including preamble)
 - Text of rules
 - Any other information to be filed with this proposed summary rulemaking package

Notice of Final Summary Rulemaking

This checklist was last updated in 2002. The user is encouraged to read carefully the current versions of A.R.S. § 41-1027 and R1-1-801 to be certain the documents prepared using this checklist meet all modern legal requirements.

- _____ Is the first page of your package headed “NOTICE OF FINAL SUMMARY RULEMAKING” all in capital letters, centered on the line approximately one inch from the top of the page?
- _____ Does the Title in which these rules appear in the *Code* appear below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- _____ Does the Chapter in which these rules appear in the *Code* appear below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
 - _____ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
 - _____ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- _____ Does the word PREAMBLE appear below the Chapter, all in capital letters and centered on the line?
- _____ Does item #1 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns?
 - _____ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing?
 - _____ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing?
 - _____ Are the Sections on which rulemaking action is occurring listed in numerical order?
 - _____ Does each Section listed have only one rulemaking action in the second column?
 - _____ If more than one action is occurring on a Section, is the Section listed separately for each action?
 - _____ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- _____ Are items #1 through #13 listed in the correct order with the correct language (see the Rulemaking Forms section)?
- _____ Have you answered all the items?
- _____ Does the text begin on the page following the last page of the Notice?
- _____ Does the text begin with a table of contents showing the Subchapters (if applicable), the Articles, the Parts (if applicable), and the Sections contained in this rulemaking?
 - _____ Are there Sections or Articles (or Subchapters or Parts, if applicable) listed on which no rulemaking action is occurring? If so, delete them.
 - _____ Do the appropriate Subchapters, Articles, and Parts appear in their proper location in the text?
 - _____ If you are amending language, does the language to be repealed have strike-outs and does the language being proposed for making have underlining?
 - _____ If you are repealing entire Sections with no other action, does your text have strike-outs? If so, you may delete the strike-outs because they are not necessary when repealing is the only action.
 - _____ If you are proposing new Sections with no other action, does your text have underlining? If so, you may delete the underlining because it is not necessary when you are only proposing entire new Sections.

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- _____ If you are amending only a portion of a word, have you used strike-outs for the entire word and placed the new word beside the old and used underlining for the new word? Do not strike-out or underline partial words.
- _____ Have you consecutively numbered your pages from the first page of the Notice through the last page of text?
- _____ Have you made one original and two copies of the package?
- _____ Are all pages of the original and the two copies printed on only one side of the page?
- _____ Is an original of the agency certificate attached to the original rulemaking package and a copy of the agency certificate attached to both copies of the rulemaking package?
- _____ Do you have two copies of the agency receipt?
- _____ Have you included a computer disk?
 - _____ Have you attached a label to the disk?
 - _____ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- _____ Have you compiled your original and each copy as follows?
 - Agency certificate
 - Notice (including preamble)
 - Text of rules
 - Concise Explanatory Statement, if applicable
 - Economic, Small Business, and Consumer Impact Statement (if applicable)
 - Incorporated by Reference material
 - Any other information required to be filed with this final summary rulemaking package

Notice of Exempt Rulemaking

This checklist was last updated in 2002. The user is encouraged to read carefully the current versions of A.R.S. §§ 41-1005 and 41-1011 and R1-1-901 to be certain the documents prepared using this checklist meet all modern legal requirements.

- _____ Is the first page of your package headed “NOTICE OF EXEMPT RULEMAKING” all in capital letters, centered on the line approximately one inch from the top of the page?
- _____ Does the Title in which these rules appear in the *Code* appear below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- _____ Does the Chapter in which these rules appear in the *Code* appear below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
 - _____ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
 - _____ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- _____ Does the word PREAMBLE appear below the Chapter, all in capital letters and centered on the line?
- _____ Does item #1 have the headings SECTIONS AFFECTED and RULEMAKING ACTION in two columns?
 - _____ If this Chapter has Subchapters, are the Subchapters listed in alphabetical order, if they are being newly proposed, repealed in their entirety, or the heading is changing?
 - _____ Are the Articles listed in numerical order under the Subchapters, if the Articles are being newly proposed, repealed in their entirety, or the heading is changing?
 - _____ Are the Sections on which rulemaking action is occurring listed in numerical order?
 - _____ Does each Section listed have only one rulemaking action in the second column?
 - _____ If more than one action is occurring on a Section, is the Section listed separately for each action?
 - _____ Are the Sections on which more than one action is occurring listed in order of action (repealed before new Section or renumbering, renumbered before amended)?
- _____ Are items #1 through #15 listed in the correct order with the correct language (see the Rulemaking Forms section)?
- _____ Have you answered all the items?
- _____ Does the text begin on the page following the last page of the Notice?
- _____ Does the text begin with a table of contents showing the Subchapters (if applicable), the Articles, the Parts (if applicable), and the Sections contained in this rulemaking?
 - _____ Are there Sections or Articles (or Subchapters or Parts, if applicable) listed on which no rulemaking action is occurring? If so, delete them.
 - _____ Do the appropriate Subchapters, Articles, and Parts appear in their proper location in the text?
 - _____ If you are amending language, does the language to be repealed have strike-outs and does the language being proposed for making have underlining?
 - _____ If you are repealing entire Sections with no other action, does your text have strike-outs? If so, you may delete the strike-outs because they are not necessary when repealing is the only action.
 - _____ If you are proposing new Sections with no other action, does your text have underlining? If so, you may delete the underlining because it is not necessary when you are only proposing entire new Sections.

Section 5. Checklists

- ☐ If you are amending only a portion of a word, have you used strike-outs for the entire word and placed the new word beside the old and used underlining for the new word? Do not strike-out or underline partial words.
- ☐ Have you consecutively numbered your pages from the first page of the Notice through the last page of text?
- ☐ Have you made one original and two copies of the package?
- ☐ Are all pages of the original and the two copies printed on only one side of the page?
- ☐ Is an original of the agency certificate attached to the original rulemaking package and a copy of the agency certificate attached to both copies of the rulemaking package?
- ☐ Do you have two copies of the agency receipt?
- ☐ Does the original package and the two copies contain your Concise Explanatory Statement (not required after 8-21-02) and your Economic, Small Business, and Consumer Impact Statement, each printed on only one side of the page? (Each of these documents should be individually paginated.)
- ☐ Have you included one copy of any material you have incorporated by reference in these rules?
- ☐ Have you included a computer disk?
 - ☐ Have you attached a label to the disk?
 - ☐ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- ☐ Have you compiled your original and each copy as follows?
 - Agency certificate
 - Notice (including preamble)
 - Text of rules
 - Concise Explanatory Statement (not required after 8-21-02)
 - Economic, Small Business, and Consumer Impact Statement
 - Incorporated by Reference material
 - Any other information to be filed with this final rulemaking package

Notice of Recodification

This checklist was last updated in 2002. The user is encouraged to contact the Office to be certain that documents prepared using this checklist meet all modern legal requirements.

- _____ Is the first page of your package headed “NOTICE OF RECODIFICATION” all in capital letters, centered on the line approximately one inch from the top of the page?
- _____ Does the Title in which these rules appear in the *Code* appear below the Notice heading, along with the Title number and Title heading, all in capital letters centered on the line?
- _____ Does the Chapter in which these rules appear in the *Code* appear below the Title, along with the Chapter number and Chapter heading, all in capital letters centered on the line?
 - _____ If your agency has more than one Chapter, does the name of your agency appear on the same line with the Chapter and its number?
 - _____ If your agency has more than one Chapter, does the subheading of the Chapter appear on the line below the name of your agency?
- _____ Does item #1 contain a list of Subchapters, Articles, Parts, and Sections being recodified along with their respective headings?
- _____ Does item #2 contain a list of Subchapters, Articles, Parts, and Sections as recodified along with their respective headings?
- _____ Does item #3 contain a conversion table between the old numbering scheme and the new numbering scheme?
 - _____ Does the column on the left list the old numbering scheme, with the Articles and Sections in numerical order?
 - _____ Does the column on the right list the new numbering scheme, with the Articles and Sections corresponding to the Articles and Sections in the left column?
- _____ Does item #4 contain the name and address of agency personnel with whom persons may communicate regarding the recodification?
 - _____ Have you also listed the telephone, fax, and e-mail of the agency personnel?
- _____ Are items #1 through #4 listed in the correct order with the correct language (see the Rulemaking Forms section)?
- _____ Have you answered all the items?
- _____ Have you consecutively numbered your pages from the first page of the Notice through the last page of text?
- _____ Have you made one original and two copies of the package?
- _____ Are all pages of the original and the two copies printed on only one side of the page?
- _____ Is an original of the agency certificate attached to the original rulemaking package and a copy of the agency certificate attached to both copies of the rulemaking package?
- _____ Do you have two copies of the agency receipt?
- _____ Have you included a computer disk?
 - _____ Have you attached a label to the disk?
 - _____ Have you written on the label the name of your agency, the material on the disk, and the software and its version?

Other Notices Submitted for Publication

This checklist was last updated in 2002. The user is encouraged to contact the Office to be certain that documents prepared using this checklist meet all modern legal requirements.

- _____ Is the first page of your package headed with the appropriate Notice heading, all in capital letters, centered on the line approximately one inch from the top of the page?
- _____ For Notices of Rulemaking Docket Openings:
 - _____ Does the name of your agency appear under the Notice heading?
 - _____ Are all six items as specified in R1-1-205 listed using the same language as specified in R1-1-205?
 - _____ Have you listed more than one Chapter on a single Notice of Rulemaking Docket Opening? If so, your Notice will not be accepted for publication.
 - _____ Is everything on the Notice double-spaced or space-and-a-half?
 - _____ Have you made one original and two copies of the Notice (unless you are submitting a computer disk)?
 - _____ Have you included a computer disk?
 - _____ Have you attached a label to the disk?
 - _____ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
 - _____ Are all pages of the original and the two copies printed on only one side of the page?
 - _____ Do you have two copies of the agency receipt?
 - _____ Have you double-checked the dates for any hearings and oral proceedings so that you schedule them at least 30 days after publication of this Notice in the Register?
- _____ For Notices of Formal Rulemaking Advisory Committees:
 - _____ Does the name of your agency appear under the Notice heading?
 - _____ Are all three questions as specified in R1-1-206 listed using the same language as specified in R1-1-206?
 - _____ Have you listed more than one committee on a single Notice of Rulemaking Advisory Committee? If so, your Notice will not be accepted for publication.
 - _____ Is everything on the Notice double-spaced or space-and-a-half?
 - _____ Have you made one original and two copies of the Notice?
 - _____ Have you included a computer disk?
 - _____ Have you attached a label to the disk?
 - _____ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
 - _____ Are all pages of the original and the two copies printed on only one side of the page?
 - _____ Do you have two copies of the agency receipt?
- _____ For Notices of Proposed Delegation Agreement:
 - _____ Does the name of your agency appear under the Notice heading?
 - _____ Are all six questions as specified in R1-1-208(A) listed using the same language as specified in R1-1-208(A)?

- _____ Have you listed more than one delegation agreement on a single Notice of Proposed Delegation Agreement? If so, your Notice will not be accepted for publication.
- _____ Is everything on the Notice double-spaced or space-and-a-half?
- _____ Have you double-checked hearing dates to allow at least 30 days after publication of the Notice in the Register?
- _____ Have you made one original and two copies of the Notice?
- _____ Have you included a computer disk?
 - _____ Have you attached a label to the disk?
 - _____ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
- _____ Are all pages of the original and the two copies printed on only one side of the page?
- _____ Do you have two copies of the agency receipt?
- _____ For Notices of Oral Proceeding on Proposed Rulemaking, Notices of Public Workshop on Proposed Rulemaking, Notices of Public Meeting on Open Rulemaking Docket, and Notices of Oral Proceeding on Proposed Delegation Agreement:
 - _____ Does the name of your agency appear under the appropriate Notice heading?
 - _____ Are all six questions as specified in the appropriate subsection of R1-1-209(B) listed using the same language as specified in R1-1-208(B)?
 - _____ Is everything on the Notice double-spaced or space-and-a-half?
 - _____ Have you double-checked hearing dates to allow at least 30 days after publication of the Notice in the Register?
 - _____ Have you made one original and two copies of the Notice?
 - _____ Have you included a computer disk?
 - _____ Have you attached a label to the disk?
 - _____ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
 - _____ Are all pages of the original and the two copies printed on only one side of the page?
 - _____ Do you have two copies of the agency receipt?
- _____ For Notices of Agency Guidance Documents and Notices of Substantive Policy Statements:
 - _____ Does the name of your agency appear under the appropriate Notice heading?
 - _____ Are all six questions as specified in R1-1-210 listed using the same language as specified in R1-1-210?
 - _____ Have you listed more than one agency guidance document or more than one substantive policy statement per Notice? If so, your Notices will not be accepted. Only one document or statement per Notice is allowed.
 - _____ Is everything on the Notice double-spaced or space-and-a-half?
 - _____ Have you made one original and two copies of the Notice?
 - _____ Have you included a computer disk?
 - _____ Have you attached a label to the disk?
 - _____ Have you written on the label the name of your agency, the material on the disk, and the software and its version?

Section 5. Checklists

- ☐ Are all pages of the original and all copies printed on only one side of the page?
- ☐ Do you have two copies of the agency receipt?
- ☐ For County Notices pursuant to A.R.S. § 49-112:
 - ☐ Does the name of your county appear under the appropriate Notice heading?
 - ☐ Are all questions as specified on the handout sent to all counties listed using the same language as specified in those handouts?
 - ☐ Is everything on the Notice double-spaced or space-and-a-half?
 - ☐ Have you made one original and two copies of the Notice?
 - ☐ Have you included a computer disk?
 - ☐ Have you attached a label to the disk?
 - ☐ Have you written on the label the name of your agency, the material on the disk, and the software and its version?
 - ☐ Are all pages of the original and all copies printed on only one side of the page?
 - ☐ Do you have two copies of the agency receipt?

**Governor's Regulatory Review Council
1400 West Washington, Suite 270
Phoenix, AZ 85007
(602) 542-2058**

CHECKLIST FOR SUBMISSION OF FINAL REGULAR RULES FOR:

AGENCY: _____

DATE: _____

TO BE PLACED ON AGENDA:

1. Two (2) packages, each assembled in the following order:
 - _____ Cover letter
 - _____ Notice of Final Rulemaking including:
 - _____ Preamble
 - _____ Table of Contents for the rule
 - _____ Text of rule
 - _____ Economic, small business, and consumer impact statement
 - _____ Concise explanatory statement (**Not required after 8-21-02**)
 - _____ Existing rule (if not shown as part of the revised text)
 - _____ Authorizing statutes
 - _____ Definitions of terms (if applicable)
2. _____ One (1) copy of all written comments submitted by the public concerning the rule
3. _____ One (1) copy of incorporation by reference material

BEFORE MEETING:

ELEVEN (11) packages of the materials listed in item 1 above assembled in the specified order.

POST-MEETING:

1. _____ One (1) original letter identifying each change made after the pre-meeting submission. If no changes are made, no letter is needed.
2. Original plus three (3) packages, each assembled in the following order:
 - _____ Agency certificate (include item #7)
 - _____ Notice of Final Rulemaking including:
 - _____ Preamble
 - _____ Table of contents for the rule
 - _____ Text of rule with changes, if any
 - _____ Concise explanatory statement (**Not required after 8-22-02**)
 - _____ Economic, small business, and consumer impact statement
3. One (1) original and one (1) copy of:
 - _____ Agency receipt

G.R.R.C. Checklist for Submission of Proposed Summary Rules

One package assembled in the following order and double-spaced:

- _____ Notice of Proposed Summary Rulemaking including:
 - _____ Preamble
 - _____ Table of contents for the rule
 - _____ Text of proposed summary rule filed with the Secretary of State
- _____ Authorizing statutes (statute that repeals or supersedes the authority under which the original rule was enacted or the statute that is repealed verbatim in the original rule or proposed summary rule)

**Governor's Regulatory Review Council
1400 West Washington, Suite 270
Phoenix, AZ 85007
(602) 542-2058**

CHECKLIST FOR SUBMISSION OF FINAL SUMMARY RULES FOR:

AGENCY: _____

DATE: _____

PRE-MEETING:

1. Eleven (11) packages assembled in the following order
 - _____ Notice of Summary Rulemaking including:
 - _____ Preamble
 - _____ Table of contents for the rule
 - _____ Text of summary rule
 - _____ Economic, small business, and consumer impact statement
 - _____ Concise explanatory statement
2. One (1) copy of:
 - _____ All written comments submitted by the public

POST-MEETING:

1. _____ One (1) original letter identifying each change made
2. Original plus three (3) packages, each assembled in the following order:
 - _____ Agency certificate
 - _____ Notice of Summary Rulemaking including:
 - _____ Preamble
 - _____ Table of contents for the rule
 - _____ Text of summary rule with Council
 - _____ Economic, small business, and consumer impact statement
 - _____ Concise explanatory statement
3. One (1) original and one (1) copy of:
 - _____ Agency receipt

**Governor's Regulatory Review Council
1400 West Washington, Suite 270
Phoenix, AZ 85007
(602) 542-2058**

**CHECKLIST FOR SUBMISSION OF:
FIVE-YEAR-REVIEW REPORT
FOR:**

AGENCY: _____

DATE: _____

TO BE PLACED ON AGENDA:

TWO (2) copies of:

_____ **Five-year-review report**

_____ **Rules being reviewed**

_____ **Authorizing statutes**

BEFORE MEETING:

ELEVEN (11) copies of materials listed above.